

**UTAH STATE OFFICE OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDERS
MONITORING CHECKLIST 2011-2012**

**UTAH STATE OFFICE OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDERS
MONITORING CHECKLIST 2009-2010**

LEA _____ District _____ School _____ Monitor Initials _____

SES Provider _____ Provider Representative _____

Item	Authority	Provider Requirement	Documentation	Yes	No	Notes
1	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(3)(B)	The provider regularly measures students' progress.	1. <i>Name and date of pretest</i>			
			2. <i>Pretest results</i>			
			3. <i>Pretest consistent with application</i>			
			4. <i>Regular progress reports</i>			
			5. <i>Regular classroom assessments</i>			
2	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(A)	Communication with parents in an understandable language and format regularly informs students' parents and teachers of the students' progress.	1. <i>Delivered to parent/guardian</i>			
			2. <i>Delivered to school</i>			
			3. <i>Copies of letters or other documents to parents, with dates of distribution</i>			
			4. <i>Copies of letters or other documents to school, with dates of distribution</i>			
			5. <i>Copies of translated documents</i>			
			6. <i>Understandable format and language</i>			
3	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(3)(A)	Student Learning Plan has been formulated.	1. <i>Signatures of parent/guardian, provider, school representative</i>			
			2. <i>Outcome of pretest</i>			
			3. <i>Specific learning objectives based on pretest</i>			
			4. <i>Time frame for achieving goals</i>			
			5. <i>Progress indicated</i>			
			6. <i>Alignment with state</i>			

			frameworks			
Item	Authority	Provider Requirement	Documentation	Yes	No	Notes
4	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(B), (e)(12)(B)(ii); Statement of Assurance Item 13	Instruction is aligned with the regular school program and Utah frameworks.	<i>Grade levels consistent with application</i>			
	4.a.	Curriculum Materials and Activities	1. <i>Secular, neutral and non-ideological</i>			
			2. <i>Aligned with state frameworks</i>			
			3. <i>Aligned with student learning plan</i>			
			4. <i>Aligned with school curriculum</i>			
			5. <i>Consistent with application</i>			
			6. <i>Math reflects NCTM (K-8)</i> <ul style="list-style-type: none"> <i>Number and Operations</i> <i>Geometry</i> <i>Measurement</i> <i>Data Analysis</i> <i>Algebra</i> 			
			7. <i>Literacy reflects NRP (K-8)</i> <ul style="list-style-type: none"> <i>Phonemic Awareness</i> <i>Phonics</i> <i>Fluency</i> <i>Vocabulary</i> <i>Text Comprehension</i> 			
	4.b.	Lesson Plans	1. <i>Lesson plans include:</i> <ul style="list-style-type: none"> <i>Goal, objective and activities</i> <i>Timeframe for achieving goal</i> <i>Mastery percentage</i> 			
			2. <i>Aligned with pretest</i>			
			3. <i>Aligned with state frameworks</i>			
			4. <i>Aligned with student learning plan</i>			
	4.c.	Compliance With Patents and	<i>Original instructional materials</i>			

		Copyright Laws				
	4.d.	Mode of Delivery	<i>Mode of delivery consistent with application</i>			
Item	Authority	Provider Requirement	Documentation	Yes	No	Notes
5	NCLB (Public Law 107--110) Title I, Part A, Section 1116 (e)(5)(C), Statement of Assurance Item 3; Item 6	Tutors must undergo background check.	1. <i>Background check through FBI and Utah State Police</i>			
			2. <i>All tutors background checked</i>			
			3. <i>Others with direct contact background checked</i>			
			4. <i>Others with indirect contact</i>			
			5. <i>Distance learning or Internet</i>			
6	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(B); Non-Regulatory Guidance Item C-17	Tutors lacking appropriate certification must be trained in the tutoring program.	1. <i>Certificates for all certified teachers</i>			
			2. <i>Description of required training for tutors</i>			
			3. <i>Training documents for all tutors lacking appropriate certification</i>			
7	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(B), (e)(12)(B)(ii)	Compliance exists with health, safety and civil rights laws.	1. <i>Compliance statements on brochures or other program materials</i>			
		There is equitable treatment of SES eligible children.	2. <i>Application contains assurance for non-discriminatory practices related to students</i>			
		Discrimination based on race, color, religion, gender, disability or national origin is prohibited.	3. <i>Health and safety practices promoted and practiced</i>			

Item	Authority	Provider Requirement	Documentation	Yes	No	Notes
8	Non-Regulatory Guidance Item D-2, D-3; D-4; NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(B)	Enrollment, attendance, and supplemental services provided to eligible students is tracked.	<i>Signed enrollment records of participating students</i>			
	8.a.	Attendance records of participating students	1. <i>Begin and end time of session</i>			
			2. <i>Student signature or initials</i>			
			3. <i>Tutor signature</i>			
			4. <i>Consistent with invoices submitted</i>			
			5. <i>Time allotted consistent with application</i>			
	8.b.	Invoicing	1. <i>Copy of cover letter and accompanying records sent to the LEA</i>			
			2. <i>Number of sessions consistent with application</i>			
			3. <i>Pricing not in excess of allowable limits (cap or PPA)</i>			
			4. <i>Policy for dropping students for non-attendance</i>			
			5. <i>Pricing consistent with application</i>			
9	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(B), (e)(12)(B)(ii)	Liability insurance relative to providing tutoring services and working with students is maintained.	<i>Copy of current liability insurance certificate</i>			
10	Non-Regulatory Guidance Item D-2, D-3, D-4	Compliance exists with all data and monitoring requests from the Utah State Office of Education (USOE).	<i>Copies of records showing data were forwarded upon request of the Utah State Office of Education.</i>			
11	Non-Regulatory Guidance Item K-11, K-24	Provider supplies materials and copies OR has written agreement with school site regarding use of supplies and copier.	1. <i>Purchase orders/invoices for tutoring materials</i>			
			2. <i>Expense records for copying materials</i>			
			3. <i>Copy of agreement regarding supplies and copier use</i>			

			4. <i>Tutoring not provided at school site</i>			<i>N/A if services not offered at school site</i>
Item	Authority	Provider Requirement	Documentation	Yes	No	Notes
12	Statement of Assurance Item 5	Students are supervised until they return to other programs via adult supervision or are released into the care of their parent or guardian.	1. <i>Students supervised between end of school and beginning of program</i>			<i>N/A if services not offered at school site</i>
			2. <i>Place of service provision consistent with application</i>			
			3. <i>Transportation consistent with application</i>			
			4. <i>If transportation provided, all drivers have appropriate drivers licenses and are background checked</i>			
			5. <i>Parent forms specifying person to pick up child</i>			
			6. <i>Parent forms with specific directions for child to walk, drive, bicycle or use public transportation</i>			
			7. <i>Written policy for late pick-up of students</i>			
13	Title XIII, <i>Children's Online Privacy Act of 1998</i> ; Statement of Assurance Item 14	Internet files are not private, and the USOE, LEA, school administrators and parents may review files and communications.	1. <i>Copy of provider's written policy on parents, etc. accessing files</i>			
			2. <i>Copy of school policies on Internet and/or computer use if applicable</i>			
			3. <i>Record of all e-mail communications maintained</i>			
			4. <i>Record of all files shared or submitted during tutoring maintained</i>			
			5. <i>Internet/computers not used in program</i>			<i>N/A if Internet/computers not used</i>
14	Title XIII, <i>Children's Online Privacy Act of 1998</i> ; Statement of Assurance Item 14	Written parental permission is obtained before communicating with students under the age of 13 via e-mail or the Internet.	1. <i>Copy of signed, written permission forms</i>			
			2. <i>Internet/computers/e-mail not used in program</i>			<i>N/A if Internet/computers not used</i>

Item	Authority	Provider Requirement	Documentation	Yes	No	Notes
15	Title XIII, <i>Children's Online Privacy Act of 1998</i> ; Statement of Assurance Item 14	School/LEA policies and procedures regarding computer/Internet use are followed, if students use a school computer to access information from the provider.	1. <i>Students supervised at all times when using the computers</i>			
			2. <i>Copy of school policy on Internet and/or computer use</i>			
			3. <i>Copy of policy regarding lost, stolen, or damaged computers and related equipment</i>			
			4. <i>Record of all files shared, submitted or otherwise transmitted during tutoring is maintained</i>			
			5. <i>Record of all e-mail communications maintained</i>			
			6. <i>Internet/computers/e-mail not used in program OR instruction does not occur at school</i>			<i>N/A if Internet/computers not used</i>
16	Non-regulatory Guidance Items C-4, C-5 and C-6; Statement of Assurance Item 1	Student Learning Plan for Students with Disabilities has been formulated.	1. <i>Achievement consistent with IEP or 504</i>			
			2. <i>Measurement of progress consistent with IEP or 504</i>			
			3. <i>Reporting progress consistent with IEP or 504</i>			
			4. <i>Timetable for progress consistent with IEP or 504</i>			
			5. <i>Tutoring not provided to students with disabilities</i>			<i>N/A – The provider does provide tutoring to students with disabilities</i>
17	Non-regulatory Guidance Items C-4;C-5 and C-6; Statement of Assurance Item 1	Student Learning Plan for ESL/ELL Students has been formulated.	1. <i>Achievement consistent with CRTs</i>			
			2. <i>Measurement of progress consistent with CRTs</i>			
			3. <i>Reporting progress consistent with CRTs</i>			

			4. <i>Timetable for progress consistent with CRTs</i>			
			5. <i>Tutoring not provided to ESL/ELL students</i>			<i>N/A – The provider does provide tutoring to ESL/ELL students</i>
Item	Authority	Provider Requirement	Documentation	Yes	No	Notes
18	Statement of Assurance Item 12; Non-Regulatory Guidance Item B-3	Incentives are provided ONLY to recognize attendance and achievement gains.	1. <i>Record of incentives awarded</i>			
			2. <i>Record of computers awarded (must be consistent with application)</i>			
			3. <i>Record of Internet access or other reimbursement (must be consistent with application)</i>			
			4. <i>Incentives not awarded</i>			<i>N/A – The provider does not award incentives</i>
Reviewer _____ Date _____						

Adapted from an instrument developed by Center for Research in Education Policy/Education Innovations